



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

17 JAN 2002

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM

FROM: SAF/FM
1130 Air Force Pentagon
Washington, DC 20330-1130

SUBJECT: Comptroller Contingency Familiarization Course

The Comptroller Contingency Familiarization Course is now available through your base education office. Financial managers assigned to a Unit Type Code (UTC) are required to complete the course within six months of actually deploying or within six months of their window of vulnerability in accordance with the Aerospace Expedition Force rotation schedule.

Students register for the course at the education office. Once they complete all the modules and the end-of-course practical exercise, they must print the course certificate (the comptroller/commander, superintendent, or unit training manager must sign the certificate) and return the certificate to the education office to receive credit for completing the course.

Financial managers who have already completed the paper-based version of the course are encouraged to sign up for this version. In any case, financial managers who have previously taken the course must take refresher training within the timeframes mentioned above. This refresher training is the end-of-course practical exercise. Unit Deployment Managers must document this training in the member's training record (if applicable) and maintain the certificates in the member's mobility folder.

We are aggressively working on upgrading this to a web-based course and hope to release this version in 2002. If you have any suggestions for improving the course, contact CMSgt George Varga, george.varga@pentagon.af.mil, DSN 224-5399, or commercial (703) 614-5399.

MICHAEL MONTELONGO
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

cc:
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